



SCHOOLLINK

COLORADO SPRINGS FIRE DEPARTMENT
RISK REDUCTION PROGRAM

FIRE & LIFE SAFETY TOOLKIT

- Reporting a School Fire
- Referring Students Who Set Fires
- Common Fire Code Violations
- Fire Drill Records
- Fire & Life Safety Education



COLORADO SPRINGS FIRE DEPARTMENT
Integrated Risk Reduction Program

www.coloradosprings.gov/schoollink

MESSAGE FROM FIRE MARSHAL BRETT LACEY



COLORADO SPRINGS FIRE DEPARTMENT

Brett T. Lacey
Fire Marshal

2021/2022

Dear School Principal/Administrator:

Colorado Springs Fire Department (CSFD) recognizes the value of partnering with our area schools to ensure the safety of students and our community. We appreciate the ongoing collaborative efforts with CSFD to maintain the progress we have all made in keeping our school campuses fire safe.

Please remember that failing to report an unwanted fire is unlawful. Regardless of evidence leading to the intent of starting a fire, a fire's magnitude, or the age(s) (minor or adult) of the person/people involved, reporting fire-related incidents is a requirement and the responsibility of principals and administrators. **In every situation and under all circumstances, mandatory fire reporting is the law!**

School fires continue to be underreported, and we are seeking your compliance in this matter. Many of these fires result from the misuse of fire by students prompting referrals to CSFD's FireFactor² educational intervention program. These referrals provide CSFD the opportunity to conduct fire-setting risk assessments on the youth involved to determine the level of risk for future fire-setting behavior. Outcomes of these assessments may result in the need for further fire safety education and, when warranted, referrals to mental/behavioral health specialists. Please continue calling 719.385.7376 or emailing Firefactor@coloradosprings.gov to report all unwanted fires.

Some common fire code violations in schools are artwork and teaching materials on fire doors and flammable items (curtains, fabric, artificial plants, etc., not treated with a flame retardant) on walls. In your role as a school principal/administrator, educate your staff on the importance of honoring the mandates of Colorado State Law, the City of Colorado Springs, and the International Fire Code. Review, reference, and make available to your employees the items accompanying this correspondence. An excuse of "I didn't know we couldn't do that," and ignoring known violations, like those listed above, rests on you.

All of the information attached to this packet is available via coloradosprings.gov/schoollink, but if you have questions or want to discuss code requirements and educational opportunities, please call the fire department's general business number (719.385.5950).

Have a healthy and fire-safe school year.

Respectfully,

A handwritten signature in black ink, appearing to read "Brett T. Lacey", written over a white background.

Brett T. Lacey, Fire Marshal



Colorado Springs Fire Department
375 Printers Parkway
Colorado Springs, CO 80910-3191
719.385.5950 | brett.lacey@coloradosprings.gov



The mission of the Colorado Springs Fire Department is to provide fire, emergency and prevention services with professionalism, compassion and excellence.

TOP SCHOOL FIRE CODE VIOLATIONS & IMPORTANT REMINDERS

TOP SCHOOL FIRE CODE VIOLATIONS

1. **Artwork and teaching material posted on fire doors:** All fire doors shall not have any type of materials posted on them as it compromises the fire barrier. Required fire doors have a fire resistance rating to ensure adequate fire protection and the posting of materials creates a hazard.
2. **Flame retardant treated material:** Curtains, draperies, fabric hangings, and other decorative materials that are hung on walls must be treated with flame retardant. All treated materials require proper documentation to include both labeling each item, and keeping a log book with the date of treatment, who treated it, and the name of the treatment that was used.
3. **Electrical panel and fire protection equipment clearance and access:** Access to electrical panels and fire protection equipment shall be kept free and clear with at least a 36 inch clearance. Fire protection equipment includes manual pull stations, fire extinguishers, and fire sprinkler risers.
4. **Storage in equipment rooms:** Combustible material shall not be stored in boiler, mechanical, or electrical rooms.

IMPORTANT REMINDERS

1. **Fire drill frequency and tracking:** Fire drills must be conducted monthly, even if there is testing taking place. Record keeping must be done with every drill. Schools must conduct one physical evacuation drill each month of all class cohorts which may require doing the monthly drill on multiple days to ensure all occupants participate.
2. **Propping open fire doors:** Fire doors serve an important purpose in the event of a fire and can help to contain heat and smoke. Leaving fire doors wedged open to promote easy access to exit points from a building, or to increase ventilation is prohibited. Doors may only be held open by an approved automatic closing device and should be kept closed at all other times.
3. **Blocked corridors and exit doors:** Corridors/hallways and exits doors must be kept clear and unobstructed at all times. It is unacceptable at any time to have boxes, chairs, desks, recycle bins, or unattended deliveries blocking exit routes. Desks and tables used in corridors as auxiliary teaching areas must not obstruct exit pathways.
4. **Fire protection system repairs:** Fire protection systems such as sprinkler, alarms, kitchen hood suppression, manual pull stations, and fire extinguishers must be maintained and repaired in a timely manner.
5. **Emergency lighting:** Emergency lighting shall be tested and documented monthly.

NEED TO KNOW: FLAME RETARDANT (FR)

Most fabric that is certified as Flame Retardant (FR) has been topically treated in an immersion process with a chemical fire retardant after the fabric has been woven. All cottons and other natural fibers certified as flame retardant are FR topically treated. Some synthetic fabrics are also topically treated. Because the treatment is topical, it will wear out in time, and repeated cleanings will cause the flame retardancy to dissolve sooner.

Most flameproofing chemicals are water soluble and will dissipate through dry cleaning. Draperies made from FR fabrics should be retreated per manufacturer's directions. For this reason, "FR" flame retardancy is certified for only one year.

It is required by law that materials be certified as flame retardant according to the standards set by NFPA 701. The International Fire Code used adopted by Colorado Springs Fire Department states:

807.1 General. Combustible decorative materials, other than decorative vegetation, shall comply with Sections 807.2. through 807.5.6.

806.2 Artificial vegetation. Artificial decorative vegetation shall meet the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701. Meeting the flame propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 shall be documented and certified by the manufacturer in an approved manner. Alternatively, the artificial decorative vegetation item shall be tested in accordance with NFPA 289, using the 20 kW ignition source, and shall have a maximum heat release rate



NEED TO KNOW: FLAME RETARDANT (FR)

DEFINITIONS:

PFR - Permanently Fire Retardant - Fabric that has been certified as PFR has been woven from fibers that are noncombustible for the life of the fabric. For this reason, the fire retardancy of IFR fabrics will last for the life of the fabric and will not dissipate after cleaning.

NFR - Not Fire Retardant

CNFR - Cannot Be Made Fire Retardant - If "CNFR" is indicated for a fabric, that fabric cannot be treated for fire retardancy and, as such, should not be used in public venues. Among the types of fabrics that cannot be made fire retardant are certain synthetic and/or metallic fabrics.

CBFR - Can Be Made Fire Retardant - If "CBFR" is indicated for a fabric, that fabric can be treated for fire retardancy. Such treatment would include topical treatment in an immersion process, making the fabric "FR." Some synthetics can be made fire retardant.

FLAME RETARDANT DOCUMENTATION REQUIREMENTS:

1. Label each item with the date treated, by whom it was treated and the name of treatment used.
2. Use a log book with the date treated, by whom it was treated and the name of the treatment that was used.



MAINTAINING A FIRE SAFE SCHOOL DURING A PANDEMIC

The Colorado Springs Fire Department wants to ensure that schools maintain vigilance against all known threats such as fires, school violence, or a public health crisis and not back down from the strides we have taken to prevent or reduce risk. When there is a public health crisis such as a pandemic, additional modifications to school operations are necessary; however, the fire code still must be adhered to. Here are the areas that have a higher likelihood of fire code violations:

1. **Fire Drills:** Fire and evacuation drills are a vital component in preparing our students, teachers, and staff for potential emergencies. Drills can still be safely conducted regardless of pandemic related restrictions. Top reminders for fire drills:
 - The school year's first drill must be done within ten days of the beginning of classes to ensure that all students, teachers, and staff are familiar with the updated procedures. If the school is operating in class cohort rotations, all cohorts must conduct a drill within this timeframe.
 - Each school must conduct at least one physical evacuation drill each month of all class cohorts. This may require doing the monthly drill on multiple days to ensure all occupants participate.
 - Modifications to support pandemic related restrictions may include:
 - All participants wear a mask.
 - Place the staff along the evacuation routes to limit congestion.
 - Expand rally points to accommodate proper distancing.
 - Phase the re-entry to the building to minimize congestion.
 - Direct all participants to wash/sanitize hands before returning to rooms.
2. **Propped Open Doors:** Fire doors serve an important purpose in the event of a fire and can help to contain heat and smoke. Leaving fire doors wedged open to reduce the high-touch frequency, increased ventilation, and promote easy access to exit points from a building is **prohibited**. Doors may only be held open by an approved automatic closing device and should be kept closed at all other times.
3. **Storage of Furniture & Equipment:** Excess furniture and equipment needs to be stored appropriately and may not create any obstructions. Top reminders for storage:
 - Corridors/hallways and exits doors must be kept clear and unobstructed at all times.
 - It is unacceptable at any time to have boxes, chairs, desks, recycle bins, or unattended deliveries blocking exit routes.
 - Desks and tables used in corridors as auxiliary teaching areas must not obstruct exit pathways.
 - There needs to be a three-foot clearance around all fire protection equipment such as manual pull stations, fire extinguishers, and fire sprinkler risers.
 - Access to electrical panels shall be kept free and clear with at least a three-foot clearance.
 - Combustible material shall not be stored in the boiler, mechanical, or electrical rooms.

MAINTAINING A FIRE SAFE SCHOOL DURING A PANDEMIC

4. **Physical Environment Modifications:** If a public health crisis drives the need to modify the physical learning environment in school buildings, the fire code must be adhered to. Top reminders for physical environment modifications:
 - Whenever a space, room, or area is repurposed or separations are constructed, even if these changes are only meant to be temporary, the school must apply for a building permit and potentially an applicable fire code permit to ensure that life safety in the built environment is being met.
 - If the construction of new walls or barriers is installed, fire protection systems, such as fire alarms and/or fire sprinklers may need to be modified to ensure adequate coverage.
 - Exiting the building in the event of an emergency through means of egress remains accessible and not blocked by any barrier.
 - Hanging or installing temporary barriers must not interfere with the fire alarm notification devices or fire sprinkler functions.
 - Temporary barriers must be non-combustible.

5. **Improper Use of Extension Cords:** With the increased demand for utilizing equipment that requires charging, streaming, and displaying, it will put a strain on the limited electrical outlets in a defined learning area. Top reminders for extension cords:
 - Extension cords may only be used temporarily and must not be installed for permanent use.
 - Extension cords must not be connected to each other and should never be attached to permanent fixtures or pass-through holes in walls.
 - Extension cords must never be placed under rugs or taped in place for extended use.
 - Power strips with surge protectors are acceptable when plugged directly into an outlet.
 - Never overload an outlet or surge protector.

MANDATORY SCHOOL FIRE REPORTING & REFERRAL PROCESS

By law (International Fire Code), all fires, ignitions, or explosions shall be reported, even when the fire was put out by a school employee or student. Mandatory fire reporting is the law and **NOT** the exception in every situation, under all circumstances.

For active fires, call 911 and initiate emergency plans. After any immediate danger has passed, you **MUST** report **ANY** fire regardless of size or time since the incident as stated by law by contacting the Colorado Springs Fire Department by:

- Calling 719-385-7376
- Email schoolfirereport@coloradosprings.gov

When making a school fire report, be prepared to provide the following information:

- Your name
- Position
- Contact information
- Location and time of the fire
- Description of damage
- Any injuries

Potential school fire scenarios in or near a school campus include but are not limited to:

- Using matches & lighters, a heated light bulb or magnifying glass to ignite paper, vegetation, or combustibles.
- Making, possessing, and/or activating any bomb-like device.
- Using chemicals to cause a fire in a chemistry, science laboratory, or other classroom or on other school property.
- Possession of, selling, and/or lighting of firecrackers, smoke bombs, or other fireworks types.



MANDATORY SCHOOL FIRE REPORTING & REFERRAL PROCESS

After any immediate danger has passed and you have found out the youth involved name(s), follow this process as soon as possible:

STEP 1: Ensure all the steps for mandatory fire reporting are completed.

STEP 2: Contact the Colorado Springs Fire Department Community Education & Outreach team at 719-385-7376 or email firefactor@coloradosprings.gov with the following information (if available):

- Your name, position and contact information
- Name of the person(s) that set the fire
- Type of ignition source
- Location and time of the fire
- Description of damage
- Any injuries
- Primary caregiver name and contact information



STEP 3: Contact the student's primary caregiver and have them respond to the school to meet with school administrators, and in some cases, a fire investigator. If your school has a School Resource Officer (SRO), they should be contacted too.

STEP 4: As part of your school discipline policy, incorporate mandatory attendance in the Colorado Springs Fire Department's FireFactor2 program. Inform the primary caregiver that a referral has been made to this free, non-punitive educational program. Inform them that a representative from the CSFD will be contacting them to schedule the initial Firesetting Risk Assessment. CSFD

PERMIT FEES FOR K-12 SCHOOLS

The Colorado Springs Fire Department's Division of the Fire Marshal issues approximately 20 bonfire and pyrotechnic display permits on an annual basis for our K-12 educational institutions. These permit fees are typically paid for using student body/student council funds rather than by the school district or the individual school's operating budget.

The CSFD is pleased to announce a new option for schools to offset the expense of these permit fees. Students may volunteer their time in support of CSFD's fire prevention efforts in lieu of incurring a cost for bonfire and pyrotechnic permits. Volunteer tasks may include:

- Assembling evacuation kits
- Putting together safety message marketing collateral packets/folders
- Participating in research focus groups
- Participating in public safety messaging for their school

Volunteer hours completed during a given school year will be credited toward any fees incurred during the same school year. Volunteer hours can be used to offset all, or part of, the total cost of the permit. Funding credits will not roll over from school year to year. The ability to volunteer in lieu of payment is not guaranteed, but on an "as available" basis according to individual program needs.

The volunteer hours will be calculated at the federal volunteer labor rate of \$28.54 per hour, per person. For example, it would take approximately 16.5 volunteer hours to cover the cost of the bonfire permit fee and standby fee of \$469: 5 students volunteering for 3.5 hours each would cover the fee.

PERMIT TYPE	PERMIT FEE	NO FIRE RESTRICTIONS/BAN	BURN RESTRICTIONS	BURN BAN
Bonfire Permit	\$146	Allowed with permit	No permits issued	Prohibited
Pyrotechnics	\$382	Allowed with permit	Permits may be issued	Prohibited
Model Rocket	NO FEE	No permit required	Allowed with permit	Prohibited

Permits will be issued based on current fire conditions, restrictions, or bans and are subject to change. Upon completion of the bonfire plan submittal for a permit, a fire department apparatus standby fee may be required to be paid at the rate of \$323 for 2 hours. If your school is interested in this program, please contact: Amy Sutherland at 719-385-7354 or amy.sutherland@coloradosprings.gov



THE CRIME OF ARSON

The law in the state of Colorado is very specific as it relates to fireworks, reckless burning, and arson, regardless of where the offense occurs. One thought to consider is that a child can be arrested in Colorado at the age of ten for setting a fire even if he/she did not mean for the fire to damage anything or get out of control. Colorado has four “degrees” of arson, Colorado Revised Statutes (CRS) related to arson, a statute dealing with woods and prairies, and a municipal code for illegal fireworks. **Children ten years of age or older can be arrested for any one of these statutes.**

Arson in the First Degree - CRS 18 - 4 - 102:

This crime involves the burning of a building or occupied structure. First degree arson is proved by showing beyond a reasonable doubt that the offender knowingly set fire to, burned, or caused to be burned any building or occupied structure of another without owner’s consent. First degree arson is a class 3 felony.

Arson in the Second Degree - CRS 18 - 4 - 103:

This crime involves the burning of any “property” (other than a building or occupied structure) of another. Second degree arson is proved by showing beyond a reasonable doubt that the offender knowingly set fire to, burned, or caused to be burned any property (not a building or occupied structure) of another without that person’s consent. Second degree arson is a class 4 felony if the damage is \$100.00 or more, or a class 2 misdemeanor if the damage is less than \$100.00.

Arson in the Third Degree - CRS 18 - 4 - 104:

This crime involves the burning of property with the intent to defraud. Third degree arson is proved by showing beyond a reasonable doubt that the offender by means of fire or explosives intentionally damaged any property with the intent to defraud. Third degree arson is a class 4 felony.

Arson in the Fourth Degree - CRS 18 - 4 - 105:

This crime involves the reckless starting of a fire or causing an explosion. The penalty depends upon whether the act endangers persons or property. Fourth degree arson is proved by showing beyond a reasonable doubt that the offender knowingly or recklessly starts or maintains a fire or causes an explosion on his own property or that of another and places another person in danger of death or serious bodily injury, or any building or occupied structure of another in danger of damage. Fourth degree arson is a class 4 felony if a person is endangered, a class 2 misdemeanor if only property worth more than \$100.00 is endangered, or a class 3 misdemeanor if only property worth less than \$100.00 is endangered.

Firing Woods and Prairie - CRS 18 - 13 - 109 AND CRS 18 - 13 - 109.5:

On property of another the offender knowingly and without lawful authority or with criminal negligence set on fire/caused to be set on fire, any woods/prairie/grounds of other description other than their own. Spreading to property of another the offender knowingly or with criminal negligence set a fire/caused a fire to be set, and permitted that fire to pass from their own grounds to the injury of any other person. Firing Woods and Prairie is a class 2 misdemeanor or class 3 felony if the fire was intentionally set.

Manufacture, Sale And Discharge of Fireworks: 9.7.302 (B):

The City of Colorado Springs municipal code reads as follows: It is unlawful for any person to possess, store, to offer for sale, expose for sale, sell at retail or use or explode any fireworks (Ord. 92-77; Ord. 01-42). Several other jurisdictions within El Paso and Teller Counties have similar municipal codes that refer specifically to the illegal use and possession of fireworks. All types of fireworks with a fuse and or requiring a flame for ignition are **ILLEGAL** in Colorado Springs and are subject to a mandatory court appearance, fines up to \$2500 and or 189 days in jail.

FIRE & INJURY PREVENTION EDUCATION PROGRAMS

S A F E IN KINDERGARTEN

The Colorado Springs Fire Department's NEW SafetyFactor program is designed specifically for your Kindergarten students! This highly interactive fire and injury prevention program aims to teach students basic fire safety skills and how to apply them. Students will learn and practice:

- The difference between fire as a tool not a toy
- What a smoke alarm sounds like
- What to do when the smoke alarm sounds
- Practice "Get Low and Go"

S A F E IN SECOND GRADE

The SafetyFactor 2nd grade program is a highly interactive fire and injury prevention program aims to teach 2nd graders basic fire safety skills and injury prevention measures as well as how to apply them. Students will learn and practice:

- What to do in an emergency situation and use of 9-1-1
- Importance of having a fire escape plan
- Pedestrian safety
- Importance of wearing a helmet

- Meets Colorado Academic Standards
- Multiple Presentation Delivery Options Available
- Presenters Follow Current Public Health and/or School Guidelines
- Multiple or Back-to-Back Sessions Available to Accommodate Block Schedules



SCHOOL SCHEDULING INFORMATION: coloradosprings.gov/firefactor

FIRE & INJURY PREVENTION EDUCATION PROGRAMS

4th GRADE STEM FOCUSED FIRE EDUCATION PROGRAM



The Colorado Springs Fire Department's NEW FireFactor program is designed specifically for your 4th grade students! This highly interactive, STEM focused fire and injury prevention program aims to teach students basic fire science concepts and how they apply to our community. Students will learn about and practice:

- Basic fire science
- How fire spreads
- Forest health
- Wildfire risk
- Youth misuse of fire



6TH GRADE YOUTH MISUSE OF FIRE EDUCATION PROGRAM

The Colorado Springs Fire Department's FireFactor program is designed specifically for your 6th grade students! This highly interactive fire and injury prevention program aims to teach students about fire in our community and the consequences of unsupervised, experimental or illegal use of fire. Students will learn about:

- Consequences for fire misuse
- The crime of youth arson
- Fire's impact on populations & geography
- Fire science and fire behavior
- Types of fire in our community
- Virtual fire and today's media



- Meets Colorado Academic Standards
- Multiple Presentation Delivery Options Available
- Presenters Follow Current Public Health and/or School Guidelines
- Multiple or Back-to-Back Sessions Available to Accommodate Block Schedules

SCHOOL SCHEDULING INFORMATION: coloradosprings.gov/firefactor

FIRE/EMERGENCY EVACUATION DRILL RECORD

Monthly emergency evacuation drills are required under Colorado State Law (International Fire Code).

The first drill of each school year shall be conducted within 10 days of the beginning of classes.



School Name:		Address:	
Principal/Administrator:		School Year:	
Instructions:		Total Staff:	
1. Conduct a drill once per month in accordance with the emergency plan			
2. Complete this record after each drill.		Total Students:	
3. Attach list of staff on duty and participating each time a drill is conducted.			

Month	Date	Time Start/End	Person Conducting Drill	Notification Method Used	# Students & Staff Evacuated	* Special Conditions/Problems Simulated (e.g. primary exit doors blocked, students missing, special assistance required)	Problems Encountered	Weather Conditions	Time Required to Complete Evacuation
AUG		/							
SEP		/							
OCT		/							
NOV		/							
DEC		/							
JAN		/							
FEB		/							
MAR		/							
APR		/							
MAY		/							
JUN		/							
JUL		/							

* Drills should occur during an assembly, gym, class, recess, and with a staged variant such as a blocked exit way at least once per year.